

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND**

**CLERK'S NOTICE OF CHANGE IN PROCEDURE REGARDING
DOCUMENTS FILED WITH UN-REDACTED SOCIAL SECURITY NUMBERS**

EFFECTIVE IMMEDIATELY

During a recent review of new case filings, it was discovered that the debtor's full Social Security Number was included on numerous payment advices filed with the Court. These payment advices are either electronically filed (after being imaged by the attorney) or are imaged at the Court, resulting in the debtor's complete Social Security Number being available to the public through the court's electronic public access system, contrary to the Judicial Conference Privacy Policy. *See* LBR 9004-1.

In an effort to protect the personal privacy of debtors in bankruptcy cases, the Court's procedure regarding un-redacted Social Security Numbers is being amended. Effective immediately, documents that contain the full Social Security Number will be stricken from the record and the image removed from the docket. If the document is a required one under the Bankruptcy Code or Rules (such as a payment advices), parties will be given ten (10) days to re-file the document in redacted form (last 4 digits only) with the Court. Failure to timely and accurately refile the document will result in the automatic issuance of an order to show cause in writing why the bankruptcy case should not be dismissed.

While this new procedure applies to all documents filed with the Court, attorneys and parties are cautioned to pay particular attention to the debtor's Payment Advices. Many employers use the debtor's full Social Security Number as the employee identification or claim number. Likewise, government agencies often use the debtor's Social Security Number as an account number for student loans and mortgages. Only the last four digits of these numbers should display to protect the debtor's privacy. LBR 9004-1 will be amended to incorporate this new procedure.

Dated: February 16, 2006

Susan M. Thurston
Clerk, US Bankruptcy Court